



How to Create a VLC Account

1. Access link: <https://covlc.virginia.gov>, and click the button that says: “**Need an account?**”
2. Select **DEQ_Ext-Department of Environmental Quality – External** from the drop down, click OK
3. Fill out **mandatory fields *** (note: a unique login ID and email required)
4. For “**Organization field**” – click **Select** and a new window will open.
 - Leave everything blank and **click search**.
 - Select Department of Environmental Quality – External Entities (as shown in this pic), then click Save

A screenshot of a web application window titled "Select Organizations". At the top, it says "Select an item from search results, then select Save." Below this, there are two main sections. The first section is labeled "Find Organization" and contains a text input field. The second section is labeled "Search Type" and contains a dropdown menu with "Any words" selected. Below these sections is a "Search" button. Underneath the search area is a table with two columns: "Organizations" and "Path". The table has one row with a radio button selected next to "Department of Environmental Quality - External Entities". At the bottom of the window, there are two buttons: "Cancel" on the left and "Save" on the right.

5. Click **Create**